

BEHAVIOR STANDARDS

Generally, students should abide by these basic guidelines:

- Immediate Obedience - Students should respond positively to any instruction by those in authority. (Ephesians 6:5-7)
- Honor Authority - Students are expected to give honor to all those in authority in both attitude and action. (Romans 13:1-2)
- Absolute Honesty - Students should never lie, deceive, mislead or fail to tell the truth. (Romans 13:13)
- Christ-like behavior - In all attitudes and actions, students should live according to Biblical principles and values. (Ephesians 2:10, 5:1)
- Dependability - Students should keep up with their work and accept the necessary responsibilities. (Matthew 5:34 - 37)

***These standards should be upheld by CCA students on as well as off campus.**

To make rules govern every type of infraction to good conduct would be impossible. Good behavior must come from the heart in love and obedience to Jesus Christ and should not merely be conformity to man-made regulations. The administration is experienced and trained in meeting the needs of young people and helping them to be found "in favor with God and man." Parents, as well as students, are encouraged to contact the administration in relation to behavioral difficulties. Effective discipline for the betterment of young people requires courage, consistency, conviction, diligence and enthusiastic effort on the part of parents and school personnel.

Our goal for each student is:

- To know the love of Jesus Christ through example and teaching, to learn the importance of showing this love to others.
- To acquire a lifestyle of Christian character, morality, respect, and responsibility.
- To participate in acquiring the very finest education attainable in a school whose expectations are constantly being increased.
- To find daily at CCA an atmosphere of love, joy, righteousness, and respect.

In an atmosphere of definite and positive Christian standards of conduct there is an excellent opportunity to develop a strong stable Christian character. Students showing incompatibility or lack of harmony will be suspended or expelled at the discretion of the school board and may not be permitted to re-enroll in the academy.

CLASSROOM MANAGEMENT POLICY

1. Be in your seat unless you have permission.
2. Unnecessary talking and rude gestures are prohibited.
3. Bring required books and needed materials to class.
4. Be respectful of other people and property that does not belong to you.
5. Hands, feet, and any other objects should be kept to yourself.
6. Be loyal to Christ's school.

CONSEQUENCES/CORRECTIVE MEASURES

*All violations and consequences of the above rules will be documented monthly.

1. 1st violation: A warning will be given.
2. 2nd violation: The teacher will administer discipline and follow up with a phone call to the parent.
3. 3rd violation: A discipline slip will be filled out and sent to the office. Administration will determine the action to be taken and follow up with a phone call to the parent.

Each teacher will follow the CCA Classroom Management Policy and their individual discipline plan. Once a student reaches the maximum number of violations, the student shall be sent to the principal's office with a copy of the discipline report from the teacher. The principal will follow a similar procedure in dealing with classroom misbehavior.

- 1st office visit - warning and call parent
- 2nd office visit - parent conference
- 3rd office visit - 3 days suspension
- 4th office visit - 5 days suspension
- 5th office visit - 10 days suspension and recommendation for expulsion.

A discipline record will be maintained in the office of the Dean of Students. Office visits are cumulative from all teachers.

STUDENT CONDUCT-READ CAREFULLY

Rule:

1. All students shall comply with all directions of teachers, substitute teachers, teacher aides, principals, other administration, custodians, bus drivers, or other authorized personnel.
 2. No disobedience and or disrespect to faculty!
 3. No student shall interfere with the normal operation of the school. Examples of such interference would be: blocking a doorway, preventing other students from going to class, encouraging other students to violate a rule, etc.
 4. The use of violence, threats, intimidation, etc. shall not be tolerated. Any student who threatens to do physical harm to another student or to school personnel shall be suspended from school for a minimum of 5 days.
- The principal will investigate the incident and make a recommendation to the Administrator. The recommendation may include any of the following actions.
 - a. Allow the student to return to school after the suspension.
 - b. Recommend that the student be expelled for the remainder of the current semester.
 - c. Recommend that the student be expelled for the remainder of the school year.
 - d. The Board of Directors will review the details. If incident merits, a report of the incident will be made to the appropriate law enforcement agency. Charges will be filed. Act 1046 of 2001 makes it a class C felony to seriously threaten school employees, or students or threaten damage to a school structure.
- NOTE:** State law requires that violence toward teachers, administrators, other school personnel or other students be reported to the appropriate law enforcement agency for prosecution.
5. No student shall commit any indecent or immoral act, as defined from God's Word.
 6. No student shall possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, mace, pepper mace, or any other object that could be considered a weapon or dangerous instrument. Shells designed to be fired in a shotgun, rifle, or pistol or the explosive parts of these shells are included in the items prohibited.
 7. A student shall not possess, store (ex. in your vehicle) or transmit contraband material at school or at any school sponsored activity on or off campus.
 8. Possession of hand-held lasers by students will be grounds for suspension. Act 1408 of the General Assembly says that laser pointers shall be seized by the law enforcement officer as contraband.
 9. No student shall possess, handle, or store fireworks, smoke bombs, cherry bombs, etc. while on school property.
 10. Fighting and/or threat of physical harm to a person is prohibited at school and school-sponsored activities.
 11. A student shall not possess, sell, transmit, or be under the influence of any narcotic, drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in Act 590 of 1970 of the State of Arkansas, or any beverage

containing alcohol or any intoxicant. **CCA expects students to maintain this standard on as well as off campus!**

12. A student shall not cause or attempt to cause damage to school property, steal or attempt to steal school property or private property. Parents of any minor student (under the age of 18) will be liable for damages caused by said minor. Restitution of damages and disciplinary action will be used in cases of damage or theft.
13. The use or possession of tobacco products by students while on school grounds shall be prohibited. Cigarette lighters and matches are not permitted and will be confiscated and not returned. Any tobacco look-alike product will be dealt with in the same manner as tobacco. Ex. vapors
14. Students absent from school or a class without permission from a parent, guardian, or school official are considered truant and shall be subject to disciplinary action by the school. Parents will be contacted when a student is truant and credit will NOT be given for the time missed, and work can NOT be made up.
15. Public display of affection will not be allowed. Six inches should be maintained between boys and girls at all times. Couples should avoid all public displays of affection while at school or at any school-sponsored event or trip. We encourage close relationships among our students in the Lord, but discourage cliques and attitudes of non-acceptance.
16. NO consumption of food or beverages in the classroom.
17. Cameras, radios, or other electronic equipment or toys are prohibited unless special permissions granted by Administration.
18. Students shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any object of value.
19. Students must address faculty members by saying ma'am and sir
20. Profanity and vulgarity will not be tolerated. A student guilty of this offense is subject to expulsion.
21. Using suggestive slang is unacceptable.
22. Stealing, cheating, and lying are considered serious offenses and will be dealt with severely.
23. Do not throw trash on the floor or on the school grounds.
24. No Roughhousing, running in the halls, and yelling inside the academy.
25. No gum allowed.
26. Any non-Christian music MUST be approved by administration before played on campus or any school events at any time.
27. Pets are not allowed on school grounds unless permission has been given from the principal for educational purposes.
28. Use of social media or technology to defame God or Cornerstone Christian Academy will not be tolerated on or off campus.
29. Use of social media or technology may not be used to harass or bully. If it is not uplifting or encouraging to God, CCA, students, or faculty a student should not be associated with it.

CORRECTIVE MEASURES-STUDENT CONDUCT VIOLATIONS

Corresponds to the number above:

1. Insubordination will not be tolerated: paddling, ISS, suspension or administration recommendation.
2. **Disobedience and/or Disrespect to Faculty**
The following corrective measures apply while students are in the classroom or during/attending extracurricular activities.
 - 1st offense 3 days ISS or 3 licks plus 2 days ISS
 - 2nd offense 3 days suspension
 - 3rd offense Student and Guardians will meet with CCA Board of Directors plus 5 days suspension.
 - 4th offense Student will be expelled
3. Disrupting or interference with normal school operations: 3 days suspension or administration recommendation. Extreme cases: 10 days suspension.
4. Use of violence, threats, intimidation, etc.: depending of severity - paddling, after school, 10 days suspension or administration recommendation.
5. Indecent or immoral acts: 5 days suspension or Principal recommendation. Extreme cases: 10 days suspension or administration recommendation.
6. Possession of a weapon: 10 days suspension, charges filed. Recommendation for expulsion.
7. Possession of contraband material/theft: 10 days suspension, charges filed, administration recommendation.
8. Should a student be in possession of a handheld laser the laser shall be confiscated and appropriate disciplinary measures taken. Conference and recommendation of the administration.
9. Possession of fireworks: 3 days suspension or administration recommendation.
10. Fighting (depending on severity): 5 days suspension or administration recommendation; physical attack on employee: 10 days suspension, charges filed, administration recommendation.
11. Possession or use of illicit drugs/alcohol: follow school policy on drug/alcohol use -10 days suspension or administration recommendation.
12. Damage/vandalism to school or private property: suspension, restitution, probation and/or administration recommendation
13. Use of tobacco products: 1ST offense- 3 days suspension, 2nd offense-5 days suspension and the student/parents meet with the CCA Board of Directors, 3rd offense- expulsion
14. Truancy: 3 days suspension or administration recommendation, un-excused absence for periods missed.
15. Public display of affection: 1st offense - warning and conference with parent 2nd offense - paddling and conference with parent 3rd offense - after school and conference with parent. All other offenses will be administration recommendation.
16. Consumption of food and beverages in classroom: administration recommendation.

17. Possession of cameras, radios, etc.: the electronic item will be confiscated. The parent will be called and must pick up the item(s) from the office. Administration recommendation.
For cellular phone policy refer to the section labeled **Telephone.
18. Gambling: administration recommendation.
19. Addressing faculty with respect: administration recommendation.
20. Profanity used by students: 3 days suspension or administration recommendation.
Extreme cases: 10 days suspension to expulsion.
21. Suggestive slang is unacceptable: administration recommendation.
22. Stealing, cheating and lying will not be tolerated: paddling, after school, suspended or administration recommendation.
23. No littering in classroom or on school grounds: administration recommendation
24. Running and yelling not allowed in the academy: administration recommendation.
25. No Gum: 1st offense - Teacher will discipline. Further offenses - administration recommendation.
26. Administration will approve all non-Christian music.
27. No pets allowed on campus: administration recommendation.
28. Social Media or technology abuse will be handled on a case-by-case basis.
29. Abuse of technology will be handled on a case-by-case basis.

NOTE: The administration may modify the punishment listed for specific offenses if, in his/her judgment modification is warranted. Student attitude, parent cooperation, and extenuating circumstances will be considered when modifications are considered.

The following procedures are optional methods of correcting an insubordinate behavior:

- a. Noon detention
- b. Student counseling
- c. Physical activities such as: taking out trash, weeding the flower beds, sweeping, and cleaning
- d. Loss of privileges
- e. Phone call to parents
- f. Letter sent home
- g. Parent/teacher conference
- h. In School Suspension
- i. Afterschool – 4:00 – 4:40 and a \$20.00/day fee
- j. Corporal punishment
- k. Suspension - Parent must accompany child when he/she returns to school.
- l. Probation
- m. If severe or habitual *Expulsion

REPEATED VIOLATIONS

A student who has repeatedly violates school rules, to the point of interfering with the educational process, may be expelled from school.

Notice:

- Students who violate rules during the last two weeks of the school year may not have all options that are available during the preceding days of the year. Violations may require after-school suspension to be served after the end of school or may carry over into the next school year.
- Out of school suspension will result in no credit for the days missed. A "0" will be recorded by each day missed and this "0" will be included in the calculation of grades.
- On the fourth office visit, the parent will be informed that the student is being placed on final probation and that should misbehavior continue to the point of warranting another office visit the principal shall suspend the student for 10 days and will begin due process procedures for recommendation for expulsion.

SCHOOL CONFERENCES

Please feel free to consult with teachers regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent.

Please do not go directly to the classroom in the morning or afternoon to conference with a teacher. Conferences must be made by definite appointment with the teacher at a convenient after-school hour. If you need to talk with a member of the faculty, please call the school office between 8 a.m. and 4 p.m. to set up an appointment.

PROBLEM RESOLUTION PROCEDURE

The Christian approach to a problem resolution is always the best approach. Please take time to pray and reflect on the 18th Chapter of Matthew and then take the following steps:

Pray about the situation of concern.

- Arrange a conference with the teacher or person with which the problem has occurred. Discuss the problem with that person in an orderly and Christian fashion. Both parties should always keep in mind that the students of Cornerstone Christian Academy are the most important people in the school.
- If the problem is not resolved to your satisfaction, call the school office and request a conference with the dean of students/principal.
- If the problem is not resolved to your satisfaction, call the school office and request a conference with the administrator.
- The next step will be to contact the board of director's president and request a

hearing before the school board.

****Please do not make contact out of order of the problem resolution procedure for you will be asked if you have followed the procedure. You will be requested by the person contacted to follow the correct procedure.**

MATTHEW 18 PRINCIPLE - The Matthew 18 Principle is one of the most important principles for conflict resolution. Defined it means: If a person has a question or a complaint about a certain situation, he/she should go directly to the person it involves. DO NOT TALK IT AROUND TO OTHERS! If it cannot be resolved on that level, then the teacher, the parent, and the administrator will join together and try to resolve it. The administration of CCA wishes to maintain an "Open Door" policy to parents. We want to know your concerns, suggestions, and praises. A parent survey is conducted periodically which offers a formal way for parents to give input. Please do not hesitate to come to us--we want to keep lines of communication open. If there is a problem, talk to someone who is in a position to help solve it! However, please give the teacher an opportunity to help you. Parents are expected to support administration and staff. If they find they cannot do this, they should seek another school for their child.

COVID- 19 POLICY

The CCA Board of Directors will issue a 2022-2023 COVID POLICY as needed throughout the school year.

HOMEWORK

Homework will be a part of school life at Cornerstone Christian Academy. Depending upon the grade level, the time of the grading period, **and the student**, the amount of homework brought home may vary. If a student spends what appears to be an excessive amount of time on homework, the parent should investigate these possibilities first: student procrastination with long range projects (ex. projects, notebooks, book reports, etc.); improper use of study time at school or inefficient study habits at home. If none of these seem to apply and the homework is frequently excessive, then please consult the teacher.

Every effort will be made to keep homework at a minimum on Wednesdays. Some homework and study time for tests are unavoidable on that night.

If utilized correctly, homework assignments can strengthen and enhance the learning process as it occurs each day in the classroom. In addition, it will have a cumulative effect that will better prepare your child for the college or career God has for him/her.

Other benefits include:

- It provides parents with a daily opportunity to have a positive impact on their child's education and future.
- It teaches the child responsibility.
- It provides a key link between home and school.
- It reinforces skills taught in the classroom.

- It develops study habits needed throughout life.
- It prepares students for better class discussion, tests, etc.
- It facilitates understanding of new concepts.

We do request parents' full cooperation in seeing that the assignments are completed.

HOMEWORK CORRECTIVE MEASURES

- Homework violations will be documented monthly.

1 st Offense:	Warning
2 nd Offense:	Teacher will send a note to the parent. Student will receive a 0%, but will still have to make up the homework.
3 rd Offense:	Teacher will call the parent. Student will receive a 0%, but will still have to make up the homework. Noon Detention will be assigned.
4 th Offense:	The Administrator will call the parent. A conference will be set up with the parent, teacher, and administrator. The student will receive a 0%, but will still have to make up the homework assignment. Corrective action will be assigned by Administrator.

DRUG TESTING POLICY

All students attending Cornerstone Christian Academy (CCA) are subject to be randomly drug tested throughout the school year. Testing will occur under the following terms: randomly testing all students, randomly testing by grade, or randomly testing a student with reasonable suspicion.

If a student test positive he/she must:

1. Meet with the Board of Directors.
2. Immediately, at the parent's expense, he/she must have a blood test before being considered for re-admittance.
3. A second blood test, at the parent's expense, will be required to verify a decrease in the level of drug in his/her system.
4. Fully complete a counseling/rehabilitation program agreed upon by the Board of Directors.
5. Will receive spiritual counseling agreed upon by the board.

The Board of Directors will review the student release forms and the student will meet with the board to determine continued enrollment at CCA.

*While attending CCA, if a student test positive a second time, he/she will not be allowed to re-enroll.

Parent Agreement Pledge

By my signature below I certify that I am in agreement with the following provisions:

I hereby place my confidence in the ability of the administrative staff of CCA to assist in the education of my child according to the Christian Philosophy of Education.

I pledge to pay any financial obligations to CCA on the date due and understand that late fees will be assessed when payment has not been made by the 25th of the month. I hereby agree to pay tuition for ten months from August through May. Advance payment will also be accepted.

I give permission for my child to take part in all school activities, including school sponsored trips away from the school premises and absolve the school from any liability to me or my child at school or during school activities.

I will try to encourage other Christians to consider the importance of Christian education. I will pray daily for the school and its needs.

I agree to accept all regulations of the school and authorize the school to employ such discipline, as it deems wise and expedient for my child. That includes the use of corporal correction should the administration of the school deem it advisable for the improvement of behavior and development of character in my child.

I realize that my child's education is my responsibility. I will do all that I can to see that my child does his homework carefully and accurately. I will be committed to helping him in any way that I can.

I will try to attend all parent functions including Parent-Teacher Conferences.

I understand that CCA reserves the right to expel any child at the discretion of the administration. I understand that there will be a conference with the parents before such action is taken.

I realize that occasionally children take issue with actions that they do not agree with and that they could criticize statements out of context. I pledge that I would not support the child's criticism; that I will support the school personnel and call in for full details any time I have a question concerning the fact. I realize that taking my child's criticism in a school dispute is formula for failure.

I understand that, if the student is dismissed or withdraws from the school for any reason, I will be charged the full month's tuition even if he has not attended the entire month.

I will seek the advancement of the school in every area. I realize that our Christian school cannot prosper unless we as parents give of our time, money, energy, and support.

At no time will I participate in destructive criticism of the staff or school to my child or others, but will instead, if a problem arises, go directly to the teacher or administrator in a loving, Christian manner, as indicated in Matthew 18.

Student Agreement Pledge

As a student of Cornerstone Christian Academy, I realize that I am a representative of Christ both on and off campus. Therefore, I pledge to make my conduct, dress, and manner of life, a testimony to Christ's presence in my life. I will not knowingly do anything to dishonor His name while a student of Cornerstone Christian Academy. I resolve to daily live out Christ's commission to lead others to know Him. I hereby pledge that I will not use tobacco, alcohol, or drugs while a student of Cornerstone Christian Academy, and I pledge to keep myself morally and sexually pure as taught in God's Word.

Pledge Signatures

Student/Parent Handbook Agreement Pledge

**** These pledges must be signed and returned the first day of school. ****

This student/parent agreement pledge must be signed by each parent and student that is enrolled at CCA. All forms will be kept on file in the school office. If it is found at any time that the student is in violation of this pledge, the student will be counseled and the parents notified. If a change in conduct does not occur, disciplinary action will be taken.

Please initial each item and sign at the bottom

Student

Parent

☐☐

I have read Cornerstone Christian Academy's handbook for the 2022 - 2023 school year and while enrolled in CCA agree to cooperate with and abide by the handbook.

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I have read the student agreement pledge.

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I have read the parent agreement pledge.

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I have read and understand Cornerstone Christian Academy's Covid-19 Policy.

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I have read and understand Cornerstone Christian Academy's (CCA) Random Drug Testing Policy.

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I have read and understand Cornerstone Christian Academy's (CCA) Classroom Management Policy.

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I have read and understand Cornerstone Christian Academy's (CCA) Homework Policy.

I understand, and will abide with all content, policies, and pledges stated in the CCA handbook. I agree to give my full support to CCA. If ever I find that I cannot do so, I understand that I am forfeiting my privilege to be a part of the school and understand that I may be asked to find another school. I will first bring any grievance that I may have to the teacher or coach that is involved. If the issue is not resolved to my satisfaction, I will bring the matter to the administration. I will not gossip or put my grievances on social media or publicly air my differences which would show non-support of the school. I fully expect that a resolution can be reached when done so in a spirit of Christian love and respect. By signing this Parent/Student Agreement Pledge, parents and students are agreeing to this Statement of Support for the policies of Cornerstone Christian Academy.

Student

Grade

Date

Parent/Guardian

Date